Judith K. Winn School of Honors
Honors Student Handbook

BERGEN COMMUNITY COLLEGE
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Selection: Bouquet of Dahlias and White Book, 1923, Henri Matisse

Published 2015
Welcome

I would like to welcome you to the JKW School of Honors at Bergen Community College. You have made a smart choice, which will open doors to the best four-year colleges and enhanced scholarship opportunities, and save you up to $80,000 on your bachelor’s degree.

If you are considering joining the Honors program, you will be pleased to learn that we offer small sections of mostly general education courses with the top professors and motivated students who want to challenge themselves. Honors courses are discussion based and may require a rigorous writing component.

Four-year college representatives tell our students, “We love it when you take Honors!” Our graduate admission rate at the Columbia School of General Studies, for example, is 70 percent.

Our students have been accepted, often with scholarships, at top tier schools in our region and beyond including: New York University, Columbia University, Rutgers University, Farleigh Dickenson University, Stevens Institute of Technology, Brown University, Georgetown University, Emory University, Harvard University, Seton Hall University, St. John’s University, Smith College, University of Michigan and Yale University. Great students become great graduates!

I hope you experience the Honors program as a force in your personal growth, and take advantage of the opportunities to become a leader with an understanding how to improve our society.

This Honors Student Handbook will guide you as you explore the possibilities of academic, social and civic opportunities we have created for you in the Honors program.

Once you are ready to move on to the next stage of your academic journey, we hope you will remember the Honors program days, your peers and professors, and that you will stay connected with this unique environment and each other. While you climb up in the world, always bring someone else along with you, so that you are not alone once you reach the top. Let’s make the world a kinder place together!

I wish you the very best in your Bergen career and beyond,

Professor Maria Hanna Makowiecka, Ph.D.
Director of the School of Honors
What Is the School of Honors?
Bergen Community College began its Honors Program in 1975 to meet the specific needs of the most advanced students. Its mission was revitalized in 1980 to offer a challenge to the motivated and talented students who wished to develop their intellectual potential more fully.

The Honors Program was later expanded under the guidance of the former President of Bergen Community College, Dr. Judith K. Winn, and subsequently named in her honor as the Judith K. Winn School of Honors in 2010. Dr. Winn’s dedication to Bergen Community College, and the School of Honors in particular, created an educational experience, which affords students greater opportunity to pursue their academic dreams.

The Judith K. Winn School of Honors offers diverse Honors courses providing advanced course work to Bergen Community College’s highest achieving, most motivated students. The School of Honors offers a dynamic learning environment taught by innovative faculty dedicated to educational excellence. Currently, nearly 350 students have been registered for Honors courses at Bergen.

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Media Contacts
As a JKW School of Honors student, you are part of a community like no other - and we want you to know all of the resources available to you. So, join us by following our Facebook, Instagram, YouTube and Twitter pages. Once you become a follower, you’ll receive updates on news, events and information … and you won’t be alone.

Outside of social media, be sure to check your Bergen email each day for the “Bergen Daily,” an e-blast that comes out before 10:00 a.m. each morning.

www.bergen.edu/honors
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@BergenHonors
www.youtube.com/bergenhonors
@bergenhonors
plus.google.com/bergenhonors
History and Mission
Honors Program 1975-2011
In keeping with the Bergen Community College founders’ Philosophy and Purpose of the College to provide access to college education for all students, the Honors Program at Bergen Community College was created in 1975 to meet the specific needs of the most advanced students. Its mission was revitalized in 1980 to “offer a challenge to the motivated and talented students who wished to develop more fully their intellectual potential.”

The Judith K. Winn School of Honors since 2011
Dr. Judith K. Winn, Bergen Community College’s fourth President, has stressed the importance of “excellence of student performance” in the College’s Vision in 2006: “As the College moves into the 21st century, our vision is that of a Learning Community which values the contributions of all students, staff, faculty and administrators in order to provide an unparalleled educational experience.”

Dr. Winn’s unqualified support of providing a challenging academic environment to all students, and the Honors Program students in particular, has led to the dedication of the expanded School of Honors in her name.

Former Directors of the Honors Program and the JKW School of Honors
Dr. Marilyn Edelstein and Dr. Geoffrey Sadock (founders) 1975-1980s
Dr. George Skau 1984-1999
Dr. Geoffrey Sadock and Dr. Roanne Angiello 1999-2001
Dr. Anne Maganzini 2001-2003
Dr. Alan Kaufman 2003-2007
Dr. Dorothy Altman and Dr. Maria Makowiecka Fall 2007-Fall 2010
Dr. Dorothy Altman and Dr. Kathleen Williams Spring 2011
Dr. Dorothy Altman, Dr. Kathleen Williams and Dr. Alan Kaufman Fall 2011
Dr. Kathleen Williams, Dr. Alan Kaufman and Dr. Jessica Datema Spring 2012
Dr. Geoffrey Sadock, Dr. Jessica Datema and Prof. Jennifer Lyden Fall 2012-Spring 2013
Dr. Maria Makowiecka Fall 2013-present

Mission Statement
To provide select students with an enriched academic experience to foster intellectual growth and enhance their competitiveness in admissions to excellent universities. The program offers a challenging curriculum of general education classes taught in a small classroom setting by experienced faculty with a commitment to honors. The Bergen Community College School of Honors offers academic course work to the College’s highest-achieving, most motivated students in order to challenge and prepare them for future educational and professional career opportunities in a global society.

Honors classes provide interdisciplinary approaches to learning, and foster individual initiative. In classes with enrollment limited to 20, Honors students benefit from close relationships with Honors professors and peers in a select learning community. In recognition of their excellence, students who complete the designated number of Honors courses receive an Honors diploma, which enhances their transfer opportunities, often with scholarships, to some of the finest colleges and universities in our region.
Program Goals
Our School of Honors Graduates are:
• LEARNERS who actively strive to challenge themselves and satisfy their own curiosity, and who pursue knowledge for a greater benefit.
• LEADERS who motivate and empower others with their actions.
• CATALYSTS for change who share positive knowledge and advance innovative solutions.

Our School of Honors Students nurture their intellects while they:
• PURSUE an ambitious course of study.
• PERCEIVE connections, similarities, and differences among themselves, others, and the world.
• CULTIVATE interdisciplinary and cross-cultural endeavors that connect the past, present, and future.
• THINK open-mindedly about alternative systems of thought, problems, solutions, and actions.
• COMMUNICATE clearly, persuasively, and effectively through discussions, debates, writing, active and informed listening, and creative endeavors.
• MENTOR and LEAD others so as to set an example of integrity, industriousness, compassion, and problem solving.
• ANALYZE and SYNTHESIZE concepts and data to seek and entertain the best possible thesis, approach, outcome, and conclusion to a problem or issue.
• CARE deeply about their chosen disciplines, their peers, and their communities.
• UNDERSTAND and RESPECT the diverse values and beliefs of others while being aware of one’s own limitations.
• INSTILL trust, fairness, and the highest ethical and intellectual standards in their own thoughts and actions while encouraging others do the same.
(Adapted from GSU)

Program Benefits
The School of Honors offers numerous advantages for students, both academically and socially. It offers an academic program and other enhancements that can help make the most of the honors experience at Bergen:

• Smaller, highly interactive honors courses
• Highly motivated peers and scholarly faculty
• Honors community support
• Honors Advisement
• Priority registration
• Mentoring by Honors faculty
• Membership in the Honors Association
• Access to the Honors student computer lab
• Field trips to four-year colleges and universities
• Transfer seminars and Financial Aid Workshops
• JKW School of Honors credits recorded on the official transcript
• JKW School of Honors Recognition Certificate, awarded every April
• JKW School of Honors Challenge Recognition Certificate
• JKW School of Honors Diploma with the Honors Seal upon graduation
• JKW School of Honors Awards presented at the Academic Awards Ceremony
• JKW School of Honors Red sash, and red and gold Honors cords and tassel, and front graduate line at Commencement
Admission
Any incoming freshmen, continuing or transfer student meeting ONE of the following criteria is eligible to begin taking Honors courses without any waiting period.

- A combined SAT score (critical reading, essay, and math) of 1700 or higher
- A minimum SAT score of 600, or math placement exam score of 90 to 120, to be eligible for Honors math
- A combined English Accuplacer score of 275 or higher for Honors Composition I
- College GPA of 3.4 or higher
- A professor’s or counselor’s recommendation
- An interview with the JKW School of Honors Director

Registration
Honors registration is separate from the college registration. Once properly registered at the college, interested students are asked to use the online registration form at www.bergen.edu/honors to apply for admission into the Honors program, and schedule an appointment to complete the process.

Honors Diploma
Students receiving an A.A. (Associate in Arts) or an A.S. (Associate in Science) degree must complete 18 credits in Honors courses and maintain an overall GPA of 3.4 to receive an Honors diploma.

Students receiving an A.A.S. (Associate in Applied Science) must complete 12 credits of Honors courses and maintain an overall GPA of 3.4 to receive an Honors diploma.

Graduating students who complete the designated number of Honors courses receive a JKW School of Honors Diploma at the Academic Awards Ceremony, and their Bergen Community College Diploma will be marked as Honors. The Honors Diploma recognizes student academic excellence, enhances transfer opportunities, and increases scholarship eligibility and awards. Students graduating with an Honors diploma wear a red stole, and red and gold tassels at graduation, and receive special recognition at commencement. See Honors Ceremonies.

Honors Awards
Graduating students who complete the designated number of Honors courses upon graduation can apply for special awards in the following areas:

- The JKW School of Honors Award for Tutoring Excellence
- The JKW School of Honors Award for Academic Excellence
- The JKW School of Honors Award for Excellence in Editorship
- The JKW School of Honors Award for Excellence in Leadership
- The JKW School of Honors Special Recognition for Dual School of Honors and Phi Theta Kappa Graduate
- The JKW School of Honors Award for Outstanding Alumni

High School Students and AP Courses
High School students are welcome to apply to the Honors program and take Advanced Placement courses as Honors after they have properly registered at the College, and if they meet one of the general criteria, see Criteria for Admission. In the absence of qualifying SAT scores, high school students can present a Guidance Counselor’s letter of recommendation to be interviewed for admission into the Honors program and they will be advised which courses to consider based on their area of demonstrated academic strength. There is no waiting period and no additional charge. Honors status carries additional privileges that make all Honors students even more competitive in transferring to four-year colleges, and in applying for scholarships. Click here to fill out the application for registration
Incoming Freshmen
Incoming freshmen students are welcome to apply to the Honors program online after they have properly registered at the College, and if they meet one of the general criteria, see Criteria for Admission. In the absence of qualifying SAT scores, those students can present a Guidance Counselor’s letter of recommendation to be interviewed for admission into the program. There is no waiting period and no additional charge. Honors status carries additional privileges that make all Honors students even more competitive in transferring to four-year colleges, and in applying for scholarships.

International/F-1 Students
International students are welcome to apply to the Honors program online as soon as they have properly registered at the College. There is no waiting period and no additional charge. Honors status carries additional privileges that make all Honors students even more competitive in transferring to four-year colleges, and in applying for scholarships.

The College is proud to host more than 1000 international students from 138 different countries around the world. Students who complete their associate degree often follow the popular 2 + 2 = 4 model. This affordable and efficient approach to obtaining a degree allows students to complete two years of education at a community college before finishing their bachelor’s degree at a four-year college or university. Bergen graduates can transfer their associate’s degree to four-year colleges and universities all over the United States. Many Bergen graduates have transferred to colleges such as Rutgers University, Columbia University, Embry-Riddle Aeronautical University, University of Illinois, Brown University and more.

Bergen F-1 Honors Alumni Highlights
Chan Soo Kim, 2015
Mariia Alibekova, Class of 2015 Valedictorian
Maria De Abreu, Class of 2014 Valedictorian, Biomedical Engineering major at Steven’s Institute of Technology
Ana Parra Vera, 2014 Steven’s Institute of Technology
Cholchi Kwak, 2014 Rutgers University School of Business
Elif Karacayir, 2014 Columbia University School of General Studies
Min Kim, 2013 Brown University

Honors Courses
Honors course selections are available during the fall and spring semesters. Each semester a variety of courses are available in several general education humanities, and core math and science courses. The diverse course selection, including hybrid and online sections, affords Honors students the opportunity to fulfill their general education requirements through the School of Honors while pursuing their degree.

To see the complete listing of our Honors courses, go to WebAdvisor at go.bergen.edu, select the semester of interest, select “Show all courses,” and check the “Honors” box.
Honors-by-Contract

Honors-by-Contract is an option for Honors students who have taken at least four Honors courses, and are one or two classes short of graduating with the Judith K. Winn School of Honors Diploma in most majors. STEM students are an exception, and they can take Honors-by-Contract as two of the four base Honors courses, but only in the upper-level STEM courses that we do not offer as regular classes. Students may not take more than one Honors-by-Contract course per semester.

Honors-by-Contract is not an option if a section of that course is currently running in Honors.

Students may take a regular section of a desired course for Honors credit if the course is not offered in the School of Honors schedule of courses, the professor teaching the course agrees to assign the student an Honors Assignment in addition to the regular course requirements, and agrees to mentor the student.

The Honors-by-Contract form is completed and signed at the beginning and end of the semester. The contract stipulates all required provisions in detail. The student and professor must complete the top sections of the form and then it must be brought to the Department Chair for approval. Once approved by the Department Chair, the student must bring the form to the School of Honors Director for the final approval. At the end of the semester, the professor must return the completed form with the student’s final grade to the School of Honors. A sample of the Honors-by-Contract form is included as Appendix 1.

Note that the Mathematics Department requires an additional form to be filed with the standard Honors-by-Contract form. See Appendix 2.

Student Participation in Scholarly Conferences

JKW School of Honors students have participated in the following scholarly conferences for two- and four-year college and Honors students

- Beacon Conference
- JKW School of Honors Conference
- Northeast Regional Honors Conference
- New Jersey Women’s and Gender Studies Colloquium
- National Collegiate Honors Conference

Beacon Conference [www.beaconconference.org](http://www.beaconconference.org)

Since 1993, Bergen students have regularly participated in the Beacon Conference for Student Scholars at Two-Year Colleges, held annually on the first Friday in June, and hosted on a rotating basis by the Honors Programs of member colleges. Students work with faculty mentors from their colleges to prepare research papers in over twenty subject areas that demonstrate outstanding scholarship and originality. Papers are submitted by a March 1 deadline, then read and ranked by community college professors with expertise in the particular discipline. The top three papers in each panel are selected for presentation at the conference. Student presenters in each panel are judged on originality and quality of research, written work, and oral presentation, including participation in Q&A, by a judge from a four-year college, or an expert from a renowned institution in the field. The judge for each panel chooses the Panel Winner. The conference ends with an Award Ceremony for all, and Panel Winners and their faculty mentors are recognized and each receive $100 awards.

Bergen Community College hosted the annual Beacon Conference in 1998 and 2008, and will host the 24th Beacon Conference on June 3, 2016.
The Judith K. Winn School of Honors Conference [www.bergen.edu/honors]
The Judith K. Winn School of Honors Conference is a spring conference sponsored by the School of Honors to give Bergen student scholars an opportunity to showcase their best work. Modeled on Beacon, the Honors Conference offers a number of panels in various subject areas. Students submit their papers according to the March deadline; papers are read and accepted for panels by a committee of faculty members. On the day of the conference, students share their work; a lively discussion period follows each panel. Lunch with a Bergen alumnus/speaker follows the presentations with the awarding of Certificates of Participation.

The Northeast Regional Honors Conference [http://nrhchonors.org]
The Northeast Regional Honors Council is an organization of students, faculty and administrators dedicated to encourage and support undergraduate honors learning that has almost 200 members from Maine, New Hampshire, Vermont, Massachusetts, Rhode Island, Connecticut, New Jersey, Pennsylvania and Maryland, Delaware, the District of Columbia and Puerto Rico, including Bergen, and holds an annual conference devoted to undergraduate honors scholarship for students from two- and four-year colleges. The conference is centered on a particular theme, often reflecting the history and culture of the area of sponsoring institutions. The conference offers a unique program called City as Text, which offers a full day of travel and educational opportunities in the community. In 2010, the location was Harrisburg and one of the offered tours visited an Amish market and an Amish home/museum. The second day of the conference is filled with panels, roundtables as well as a banquet and other social activities. In 2016, the Conference was held in Cambridge, Massachusetts.

The New Jersey Women’s and Gender Studies Consortium Colloquium [http://njwgsc.pages.tcnj.edu]
Provides a forum for discussion and support of the functioning of the Women’s and Gender Studies Programs. The Consortium serves as a network of WGS programs, departments and initiatives, and provides collaborative space where WGS students, staff and faculty can share resources, knowledge and strategies for achieving shared goals of feminist, multicultural education, research and practices for social justice. Bergen students have regularly participated, presenting research papers and memoirs.

National Collegiate Honors Conference [http://nchchonors.org/]
The National Collegiate Honors Council offers this annual conference so that directors and students can share knowledge and resources through various workshops and presentations. Going to this national conference involves air travel: 2014 in Denver; 2015 in Chicago; 2016 in Seattle and 2017 in Atlanta.

Our Recommendation
We have established a travel fund for students whose exceptional work has been recognized with an invitation to present at a conference like Beacon. Monies from this fund will be delegated to student presenters by the Judith K. Winn School of Honors Director, in consultation with the Honors Committee. The funding requested would cover expenses incurred by students attending the conference including travel costs such as mileage reimbursement, train or bus fares, and tolls, accommodation costs of one night at a hotel, and a per diem to cover food expenses. Depending on the location of the conference, the fund could support as many as ten student presenters during one academic year.

“Not only has Honors provided me with a strong foundation in education, but has also contributed to a new group of friends and leadership experiences that have molded me into the motivated student I am today.”

-Allison Jamauca, Honors Association Officer
Honors Publications
The Honors Program Brochure (ongoing)

The Honors Program Course Schedule (each semester)

The Honorary
The Honorary is the official Judith K. Winn School of Honors bi-monthly newsletter, written and edited by students of the School of Honors. The Editor-in-Chief is chosen, based on writing excellence, by the Honors Association's Executive Board with the School of Honors Director serving as the faculty adviser. See www.bergen.edu/Honorary.

The Bergen Scholarly Journal
The Bergen Scholarly Journal is a yearly publication by the Judith K. Winn School of Honors, highlighting a select few of the research papers presented by Honors students at various conferences throughout the academic school year. The Editor-In-Chief of the Bergen Scholarly Journal is nominated by the Director of the School of Honors. Faculty members from the School of Honors work together on paper selection and serve as editors. See www.bergen.edu/BSJ.

Transfer Options
Members of the School of Honors have a competitive edge when transferring to four-year institutions. Many graduates have been accepted to or transferred, often with scholarships, to top tier schools in our region including: New York University, Columbia University, Farleigh Dickenson University, Brown University, Georgetown University, Harvard University, Seton Hall University, St. John’s University, Stevens Institute of Technology, and Yale University. Formal Transfer Agreements facilitate transfer to Columbia University, New York University Steinhardt, New Jersey Institute of Technology and William Paterson University. For details, see our web site.

Honors Advisement for Transfer
Honors students are urged to take advantage of Honors Advisement with one of the Honors Counselors, Professor Michael Feder, Professor Gene Calderon, or Professor Margaret McLaughlin, in the Advisement Office in A-118. Students can expect significant help to maximize the Honors benefits and obtain the most advantageous transfer and scholarships.

Facts
Most bachelor’s degrees, or four-year degrees, are composed of 120-128 credits. The two-year associate degree is composed of about 64 credits, or about one half of the bachelor’s degree. When you transfer to a four-year college after completing a transfer degree (A.A. or A.S. degree only) at Bergen Community, you can expect to get credit for most of the area in the chart labeled “General Education.” The remainder of your course work will be in the areas labeled “Major,” “Minor” or “Free Electives.”
Top 10 Tips for Academic and Transfer Success

1. Complete your English and Math placement classes as required first, and remember that every student begins the current semester with a 4.0 GPA. You either keep it or erode it every semester.

2. Be sure you know what program you are in here at Bergen. The A.A. and the A.S. (two-letter degrees) are the most transferable to four-year colleges.

3. Consider the factors that will determine the amount of time you need for your studies, such as commuting, homework, and personal obligations. On average, for every hour of class time, two hours of preparatory time are required.

4. Taking fewer credits per semester costs less and significantly increases the probability of success in your courses. Working, family responsibilities, commuting, and financial constraints are all factors that will directly affect your academic performance. Remember, whether you are a part-time or full-time student, you have the same campus support services available to you: the Library, Center for Student Success, Tutoring Center, Career Services, etc.

5. Begin to explore and expand your possibilities of interests. Perhaps, include a course that may not be in your present degree program for a new breadth of exposure, or repeat a course that you previously did not successfully pass. You can visit with the various academic departments to explore all your options.

6. Don’t be afraid to ask questions! Chances are other students have the same or a similar question. Develop rapport with your professors. Know their office hours and visit them on campus. Together, your personal, academic and career planning will be actualized, not just conceptualized. It is a great way to avoid the rumor mill for information, not missing deadlines and planning for your future today.

7. Get involved in activities, clubs and organizations on campus. Form study groups or partner with fellow students for studying. Success is where preparation and opportunity meet. Participating and contributing to the learning process contributes to a healthy lifestyle and a great way to make lifelong friends.

8. To shape yourself into the best transfer candidate, look on your transcript for D, E or F grades. Repeating these courses to raise your GPA and be eligible for graduation may be essential. Consider meeting with a counselor to help determine the best approach to maximize your efforts. Try to avoid these patterns by not creating them.

9. Graduation usually requires more than a two-year commitment of time. Expect the unexpected, and know that any commitment requires time, energy, resources and patience. Take your time and do the best you can with what you have. No rush. The diploma will be there for you in due time.

10. Attend an Open House at each four-year university you are interested in transferring to at least one semester prior to applying. There you will have an opportunity to meet faculty from various Academic Departments, meet Admissions representatives and explore the campus. It is important to bring a sealed copy of your Transcript with you. A general rule is to apply to your prospective four-year schools by February for a Fall start or by September for a Spring start.

Want to be more proactive? Apply three weeks sooner. For New Jersey transfer details, visit www.njcollege2collegetransfer.com/
Scholarships
Honors students enjoy expanded scholarship opportunities. The College Foundation receives applications in the late fall and early spring for many scholarships. Visit www.bergen.edu/foundation for more information.

Attend scholarship application workshops organized by the Honors Association. See the Scholarship Search 101 at www.youtube.com/bergenhonors.

Honors Ceremonies
Honors Recognition Ceremony
The month of April each year begins with the Honors Week and the first Monday of the Honors Week, the Annual JKW School of Honors Recognition Ceremony is held. All current Honors students are invited to attend with their guests, and they will receive a “JKW School of Honors Certificate of Recognition.” The minimum number of qualifying Honors courses is one, and there is no maximum limit.

Graduate Salute
The college will announce the Graduate Salute to take place before the Academic Awards. The event is meant to prepare the graduating class for the final ceremony, collect information for the Alumni network, and it is also a professional photo opportunity. You will have to buy your cords, sash and tassel, however, if you would like to be photographed in the graduation garb, since this event precedes the Academic Awards.

Academic Symbolism
JKW School of Honors graduates wear red and gold cords and tassels, and a red sash. The colors have symbolic significance: red stands for vibrancy whereas gold stands for excellence. Our Latin motto, Virtus et Scientia means “Virtue and Knowledge.”

Academic Awards
The month of May each year begins with the college Academic Awards Ceremony for students graduating with special distinction, including the JKW School of Honors Diploma. Students arrive early and check in at the Honors program table in the Ciccone Theatre lobby in order to receive the JKW School of Honors cords, sash and tassels.

Students then proceed to the Theatre and will be called by name to come to the stage to receive their JKW School of Honors Diplomas and JKW School of Honors Awards. Refer to the section called “Honors Awards.”

Commencement
During the Commencement exercises, Honors students arrive in their full garb and line up for the procession in front of the graduating class in the following order: students who have received the Dual Honors distinction, that is the students who have earned the JKW School of Honors Diploma and have been inducted into PTK, will form the first line. All JKW School of Honors will line up next, together with PTK students without the Dual Honors distinction. They will be seated in the front row opposite the main stage.
Make the Most of Your Honors Experience

The JKW School of Honors offers the following enhancements that can help make the most of your honors experience at Bergen.

Academic enhancements and leadership opportunities in the School of Honors

1. **Participation in the Honors Association** which is the arm of the School of Honors and works very closely with the School of Honors Director on academic programming such as lectures, workshops, seminars, college trips, the JKW School of Honors Recognition Day, the JKW School of Honors Student Conference, regional conference participation, including the Beacon Conference and the New Jersey Women’s and Gender Studies Colloquium, and related events. Serving on the Executive Board (President will be nominated, and the officers elected by the general membership) Serving on the Advisory Board (elected by the general membership as needed)

2. **Working on the Editing Board of The Honorary.** The Honorary is the JKW School of Honors Newsletter, edited by students with the Director serving as the Faculty Advisor, published three times a semester. (Editor-in-Chief is elected to the Executive Board, based on writing excellence)

3. **Editor-in-Chief of The Bergen Scholarly Journal** (Nominated by the Director)

4. **Participation in the Honors Discussion Group.** The Honors Discussion Group meets regularly to discuss academic topics in different disciplines.

5. **Conference presentation** at the JKW School of Honors Student Conference, regional conference participation, including the Beacon Conference and the New Jersey Women’s and Gender Studies Colloquium, as listed in the Conference participation section of this document.

6. **A select opportunity to publish a scholarly paper** in the Bergen Scholarly Journal.

7. **Completion of an Honors Challenge.** The Honors Challenge is an option to create and implement an individual initiative to benefit the Honors community in the form of a presentation, or a workshop.

8. **Participation in the Honors Tutoring Force.** Tutoring other Honors students as well as any students aspiring to meet the GPA requirement for admission into the JKW School of Honors.

9. **The Honors Study Abroad Program.** Interested students may join the Rockland CC program at Cambridge University at the in-state tuition level, as well as consider a variety of options offered at Bergen. Study abroad requires much planning in advance.

10. **Study Groups.** Honors students form study groups to help each other prepare for the midterm and final exams.

To give the various options coherence and sustainability, all of the Honors Association Executive Board officers, the Honors Association Advisory Board Chair, the Editor-in-Chief of The Honorary, the Editor-in-Chief of The Bergen Scholarly Journal, etc., will report to the School of Honors Director:

Whereas all the leaders listed above will meet regularly with their own groups and the Director weekly, they will also report to the General Membership of the Honors Association at the open Honors Association monthly meetings per schedule.

The leading positions, as listed above, cannot be combined without the Director’s approval; they are significant, time-consuming, ongoing opportunities for eight Honors leaders (up to date, but the number will grow if additional options are introduced), who will in turn work with their groups. The details concerning the assignment of those roles will be published separately. No leader in this group can hold an officer’s position in any of the other student clubs or associations, since we still want you to be excellent students. All Honors leaders are held up to the standard of “virtue and knowledge.”
Sydney Silverman Library

The Sidney Silverman Library recognizes its integral role in support of the College’s mission and curriculum. We provide our diverse community of learners with information resources and dynamic services in a welcoming environment that promotes academic excellence and fosters lifelong learning. The Library is your place to read, study, learn and research. The main library is in Paramus (Pitkin Center) and there is a smaller location at the Meadowlands campus. Your Bergen Community College ID card serves as your Library card for borrowing materials, using Library resources from off campus and entering the Free Time Labs.

Research Help & Library Collections: Our librarians at the Reference Desk are ready to assist you with research assignments or to answer questions about finding and using library resources. Collection: We offer an extensive collection of books, journals, media and electronic resources to support your academic work. If your research needs are more in-depth, you can request a one-on-one appointment with a librarian. The form is on the Library website, and there is a spot on the form where you indicate that you are an honors student.

Studying: At the Library you can find the study spot that is right for you. Whether you need to study in a quiet place or to work in a group, the Library has the study spaces to accommodate you. The Library has rooms for silent study, group study and media viewing, as well as other study areas on both floors. The Reading Room is a great place to stop between classes to read the newspaper or the latest magazines in a comfortable setting.

Textbooks: The reserve collection at the Service Desk includes current textbooks, media and supplementary materials for your courses for use in the Library.

Copying: The Library has two scanners for scanning and faxing. Photocopiers are available in the Copy Room on the Main Floor. Copiers accept copy cards only—no coins or bills. A reusable copy card may be purchased in the copy room.

Computing: We provide computers throughout the Library with priority given to Bergen Community College students engaged in course-related work. Wireless access to the Internet is also available in the Library. Borrow a tablet or e-reader (iPad, Samsung Galaxy, Surface, Kindle, Nook) or request media equipment for a class in Media Services.

Reference Desk: (201) 447-7436 (Paramus) • (201) 301-9706 (Meadowlands)
Service Desk: (201) 447-7970 (Paramus) • (201) 301-9692 (Meadowlands)
Web: www.bergen.edu/library

Honors Library Research Guide is at bergen.libguides.com/JKWHonors

The JKW School of Honors display cabinet is situated behind the Reference Desk.

"... Honors not only satisfied my thirst for classroom engagement, but has opened the door to new opportunities and friendships that have impacted my life for the long-haul …"

-Isra Eldosougi, Honors Association President

Music Library, Giuseppe Maria Crespi, c. 1720
**Study Abroad**

Bergen Community College has an established program for Study Abroad. Since 2001 the College has belonged to the College Consortium for International Studies (CCIS) and Bergen students interested in studying abroad participate in the programs offered through the consortium.

A binder with all the information necessary to apply to participate in the program is available from Dean Amparo Coddings office in A-304, The School of Arts, Humanities and Wellness. Dean Coddings is the Study Abroad Advisor and prepared all the materials to walk students through the process.

Students are encouraged to visit the College’s Study Abroad webpage (www.bergen.edu/studyabroad) and the CCIS website (www.ccisabroad.org). Students must have at least a 2.5 GPA. Since School of Honors students must have a 3.4 GPA, they are automatically eligible. Students participating in a semester program are required to take at least 12 credits. Students participating in summer programs can take 3-6 credits.

Participation in the Study Abroad programs requires a lot of advanced planning. There is a preliminary application process at Bergen where students meet with the Study Abroad advisor and discuss their interests, courses, programs, financial need and any accommodations that might be necessary. There is also an essay, which is required for the official CCSI application process and may be used for the preliminary application process as well.

Honors students are also welcome to participate in Rockland Community College’s (RCC) summer study abroad program at Cambridge University in England. However, we have no formal agreement with Rockland Community College and students actually earn RCC credits, which would then have to transfer to Bergen. See the Director for referrals.

Scholarships are available for study abroad programs, but they are limited and have extremely early deadlines. Advanced planning is absolutely necessary to participate in study abroad programs, but especially so if applying for scholarships.

Recently, four Bergen Community College students studied at programs in Costa Rica, Italy, Nice and Provence, France. Four additional students were applying for programs in Italy, Spain, Ireland and Kingston, and England (Kingston). Honors courses are only available at Kingston College in England. See www.bergen.edu/StudyAbroad.
Honors Association

The Honors Association is a student organization that supports the mission of the JKW School of Honors and plans a full calendar of student-driven activities in the fall and spring. A sample of those events includes academic presentations, workshops, panel discussions, college tours, study sessions and annual events such as the Spelling Bee. The Honors Association Executive Board, elected annually, works to create new and interesting events each semester to meet the interests of the Honors Association members.

Membership is always expanding and changing so members are not just encouraged to make suggestions for new events, but are also encouraged to design and promote new events with approval of the Honors Director.

The Judith K. Winn School of Honors offers Honors students the opportunity to participate in a number of Honors Enhancement activities or positions and report to the School of Honors Director. These positions include:
- The Honors Advisory Board Chair
- The Editor-in-Chief of The Honorary
- The Editor-in-Chief of The Bergen Scholarly Journal
- Moderator of the Honors Discussion Salon
- Head Honors Tutor
- Honors Association Executive Board
- Independent Honors Enhancement Projects, with the approval of the Director

The Honors Association’s Constitution is included in Appendix 3.

Executive Board Positions

President

The President of the Honors Association is the student leader of the Executive Board. This leadership role requires initiative, dedication, organization, efficiency and knowledge of the JKW School of Honors. The responsibilities of President include, but are not limited to:
- Promoting the mission of the JKW School of Honors
- Communicating and meeting with the Director of the School of Honors
- Organizing and directly overseeing all Honors Association/JKW School of Honors events. This includes arriving (and making sure others arrive) early to set up events, and staying afterwards to clean up.
- Being accessible to Honors Students, the Executive Board, Advisory Board and Honors Director
- Answering and sending emails promptly, whereas transparency is key
- Making sure all duties are covered/delegated
- Overseeing the Advisory Board
- Delegating tasks to the Executive Board and Advisory Board
- Directing and ensuring efficiency of all positions
- Overseeing and ensuring the execution of all projects associated with the Honors Association
- Holding weekly EB meetings and creating an agenda
- Meeting with Honors students or potential Honors students
- Establishing and ensuring the meeting of deadlines (for example: the HA event calendar, The Honorary newsletter, flyer production, etc.)
- Ensuring the efficiency of the Honors Association
- Supporting and helping peers and Honors students
- Advising Honors students
- Creating, editing and overseeing all documents related to the Honors Association
Vice President
The Vice President is the second in command on the Executive Board. This leadership role requires organization, knowledge of the JKW School of Honors and accessibility. The responsibilities of Vice President include, but are not limited to:

- Promoting the mission of the JKW School of Honors
- Assisting the President
- Organizing and directly overseeing all Honors Association/JKW School of Honors events. This includes arriving (and making sure others arrive) early to set up events, and staying after to clean up.
- Being accessible to Honors Students, the Executive Board, Advisory Board (AB), and Honors faculty
- Answering and sending emails promptly, transparency is key
- Making sure all duties are covered/delegated
- Working closely with the AB
- Being prepared to take over Presidential duties if and when the President is unavailable
- Directing the oversight of the Student Activities Coordinator and Service Coordinator positions
- Contributing to the oversight of The Honorary, the Honors Association’s newsletter

“Becoming an Honors student has brought me the newfound confidence to push myself to do well in school …”

- Joan Connelly, Honors Association President

Secretary
The Secretary has a crucial role in the EB. This leadership role requires flexibility, dedication and the ability to go the extra mile when required. The responsibilities of Secretary include, but are not limited to:

- Taking notes during all meetings (General and Executive). Minutes must be typed and shared with the President in 48 hours, for review and comment. Once reviewed, the minutes will then be forwarded to all who attended or missed the meeting, the EB Officers, the JKW School of Honors Director and the Honors Office Assistant.
- Assisting with arrangement meeting times
- Sending out reminders for meetings and events
- Making follow-up calls, sending emails and text messages
- Assisting with compiling the Fall and Spring Honors Agendas
- Knowing all dates, times and room numbers for events
- Compiling lists of volunteers or participants assisting with Honors events
- Organizing and taking initiative to see what needs to be done regarding any upcoming Honors events to ensure success
- Making it a point to be present at all events and meetings possible
- Assisting with the distribution of flyers and posters when needed
- Making announcements in classes regarding Honors events

Treasurer
The duties required of the Treasurer include, but are not limited to:
General financial oversight, including financial plans and budgets

- Managing Conference participation reimbursement
- Creating and enacting fundraising/funding ideas
- Presenting and overseeing budgets
- Making financial reports
- Presenting reports on the Honors Association financial position at EB meetings, when necessary
- Oversight of the Student Activities Coordinator and Service Coordinator positions
Publicist
The Publicist has a vital position in the Executive Board. This leadership role requires creativity, team-building skills, excellent writing skills and punctuality. The responsibilities of the Publicist include, but are not limited to:

• Leading the Publicity Team, including Co-Publicist, Editor-in-Chief of The Honorary and Social Media Coordinator
• Employing a variety of ways to heighten awareness of the JKW School of Honors and Honors Association
• Designing flyers for events, meetings and program promotion
• Ensuring the distribution of flyers to all buildings on campus
• Overseeing the production of The Honorary
• Promoting Honors in The Torch
• Exploring new ways to reach out to the college community in order to educate about and recruit for Honors
• Communicating progress
• Overseeing the social media, including the JKW School of Honors Facebook page, YouTube, Google+, Twitter, Instagram and blog

Editor-in-Chief of The Honorary
The Editor-in-Chief produces the Honors Association’s newsletter, The Honorary. This leadership role requires organization, creativity, team-building skills, excellent writing skills, communication and punctuality. The responsibilities of the Editor-in-Chief include, but are not limited to:

• Overseeing the publishing process from soliciting the newsletter content, to delegating tasks and distributing the printed newsletter
• Producing the newsletter at least four times a year: September/October and November/December, February/March and April/May issues
• Recruiting writers and editing all articles
• Holding weekly meetings with the writers and the Publicity Team
• Developing ideas for articles
• Collaborating with the Publicist
• Overseeing the position of Co-editor for The Honorary

“Remember, communication and teamwork is very important and it’s what makes the EB operate smoothly. Any concerns you may have need to be voiced as soon as possible. Since we are representing the Honors Association and what it stands for, it is important that EB members know and assist each other in all aspects of Honors job duties.”
-Dorothy De Frank, Secretary of the Honors Association
**College-Wide Collaborations**

**With Phi Theta Kappa**
The Judith K. Winn School of Honors and the Bergen Community College chapter of Phi Theta Kappa currently collaborate on recruitment events. Advisors and students from the JKW School of Honors and PTK attend events to encourage PTK members to enroll in Honors courses and to recruit new PTK members from the Honors student population. Students graduating with the School of Honors Diploma and PTK membership receive a Dual Honors Awards medal in recognition of their academic excellence.

**With Psi Beta**
Co-sponsorship of speakers and programs of shared interest.

**With Sigma Chi Eta**
Co-sponsorship of speakers and programs of shared interest.

**With the Literary Arts Series**
Co-sponsorship of speakers and programs of shared interest.

**With Logos**
Co-sponsorship of speakers and programs of shared interest.

**With Peace, Justice and Reconciliation Center**
Co-sponsorship of speakers and programs of shared interest.

**With the Black History Month Committee in February**
Co-sponsorship of speakers and programs of shared interest.

**With the Women’s History Month Committee**
Co-sponsorship of speakers and programs of shared interest in March.

**With The Labyrinth**
*The Labyrinth* is Bergen Community College's student literary magazine, issued each year in the spring by the College’s English Department. *The Labyrinth* publishes outstanding student work in poetry, fiction, short drama, the creative essay, photography and visual art. In conjunction with Bergen's Art Department and Bergenstages, *The Labyrinth* sponsors an annual contest for Best Work in each of these genres, offering a monetary prize as well as publication in the magazine. Any student enrolled in the current or former academic year of publication may submit to *The Labyrinth* and have his or her work considered in the competition. For further information about *The Labyrinth* and how to submit, contact Professor James Zorn at jzorn@bergen.edu.

*The Labyrinth* is waiting for you!
FAQs

Are NJ Stars students automatically admitted into the School of Honors?
The NJ Stars are welcomed into the School of Honors if they meet the admissions requirements.

My SATs are low, but I took AP courses in high school, do I qualify for the School of Honors?
The requirement for incoming students includes a combined SAT score of 1700, or a professor’s or guidance counselor’s recommendation. If you can support your application with a supportive letter of recommendation, the Director will interview you, and make her recommendation.

Is there a waiting period for the high school graduates, or transfer students?
No, there is not. You can enroll in Honors courses right away, and we recommend that you do start early!

Are international students eligible for the School of Honors?
Yes, all Bergen students, in-state and out-of-state, as well as part- and full-time are eligible to take Honors courses.

How are Honors courses different from regular courses?
You will be in a class of up to 20 motivated and curious students, who come to class prepared. You will be exposed to enrichment activities such as guest speakers, team projects and field trips. You will have a lot more student-to-student and student-to-professor interaction.

Will I have a lower grade in an Honors course than a regular course?
The short answer is no. The long answer is that you will be a better-informed and better-performing student, so you will more likely receive an even higher grade. We don’t grade students on a bell curve.

Is it more expensive to take classes through the School of Honors?
There is no additional cost to enroll in the Honors courses. As an Honors student, you are more likely to receive a scholarship at a four-year institution.

Does participation in the School of Honors guarantee admission to a top tier school like Columbia University?
No, the School of Honors does not guarantee admission to Columbia University, but 70 percent of School of Honors graduates who apply get accepted. Each year Columbia University School of General Education offers a $12,000 scholarship to a qualifying Bergen student. Students who are members of Phi Theta Kappa can apply for an additional $10,000.

Are scholarships available?
There are scholarships available and we hold a special session every semester to discuss your options with you. Scholarship sources include:

- Bergen Foundation Scholarships Application
  www.bergen.edu/foundation

- CollegeFish, an online database used by Phi Theta Kappa www.collegefish.org

- Center for Peace Justice and Reconciliation Fellowship

- Honors Alumni Network Scholarship

What are the three different types of Honors at Bergen?
See the section entitled “Honors Distinction at Bergen” below.
Honors Alumni Network
The Bergen Community College Office of Alumni Affairs manages the Alumni Network in conjunction with the Alumni Board of Directors in support of the mission and vision of the College. The Office of Alumni Affairs promotes ideas, leadership, partnerships and participation in College programs and events to advance relationships among alumni, current students, faculty, staff, the administration and the Bergen County community.

Alumni Network Benefits
- Use of College facilities including the library, pool, fitness center and computer labs
- Access to Career Development Center (www.collegecentral.com/bergencc) services including employment skills workshops, job listings and assistance with resume writing
- 10 percent discounts on performances at the Anna Maria Ciccone Theatre (excluding student performances)
- $50 gift certificate on one Continuing Education course per membership year
- Priority consideration for acceptance into the Bergen Community College Regional Accelerator at the Meadowlands
- A variety of social activities including the Annual Alumni Dinner

The alumni office also helps alumni establish **affinity groups** of graduates and former Bergen students who share common interests including the College’s Honors Alumni Network (HAN) for former members of the School of Honors and Phi Theta Kappa; the Theatre Alumni Network; Dental Hygiene Network; Sigma Chi Eta Communications Honors Alumni Network; Peer Mentor Alumni Network; Bergen Pride Alumni Network, and the Radiography Alumni Network.

The Office of Alumni Affairs also matches students with **alumni mentors** and manages a network of **Bergen alumni college ambassadors** – recent Bergen graduates attending other colleges who agree to correspond with current students to provide useful information about campus life – and the **Community Ambassador Program** of alumni who agree to represent the College at social, civic, community and business events.

The Office of Alumni Affairs **Alumni Speakers Bureau** provides alumni speakers and panelists upon request for student and community events on- and off-campus.

Annual alumni network **membership dues** of $25 are split equally between the College’s Alumni Scholarship Fund, which awards scholarships to Bergen students while they attend the school, and the alumni operating-events fund. The **Alumni Network waives dues for Bergen graduates during their first year after graduation** and charges only $15 for membership during the second year after graduation.
Bergen Honors Alumni Highlights

- Maria De Abreu, Class of 2014 Valedictorian, Biomedical Engineering major at Stevens Institute of Technology
- Min Kim, Class of 2013, Brown University
- Hector Polanco, Class of 2012, Columbia University
- Tony Senatore, Class of 2013, 12-string bass guitarist and recording artist, Columbia University
- Steven Chung, Class of 2012, Founder of Bergen Honors Alumni Network, New York University
- Alyson Ann Cina, Class of 2012, George Washington University
- Anthony Sganga, Class of 2013 and Editor-in-Chief of The Torch, New York University
- Margarita Valdez, Class of 2013 SGA President, Rutgers University/Newark
- Deaho Moon, Class of 2010 Valedictorian, graduated from the College of Nuclear and Mechanical Engineering at UC Berkeley in 2013, now a researcher at NASA Ames Research Center
- Sebastian Arungundy, Class of 2007 Salutatorian, Rutgers University; scholarship for Ph.D. in chemistry, Cambridge University, UK
- Rory D’Lasnow, Class of 2009, Valedictorian, University of Michigan
- Ivana Viana, Class of 2004, FDU, Harvard University Medical School
- Tina Magrabi, Class of 2001, B.A. Yale University; M.A. Montclair State University
- Nicole Limperopulos, Class of 2000, Ph.D., Teachers College, Columbia University
- Natalya Vinokurova, Class of 1996, became the third person from a community college to gain acceptance in the history of Harvard University; and Ph.D. in Business Administration, Stern School of Business, NYU
- David Kawash, Class of 1995, PTK president, Stern School of Business, NYU
- Ozlem Denizmen, Class of 1992, B.S. Cornell University, M.B.A. from MIT Sloan School of Management
- Linda Davidson, Class of 1980, B.S. Nursing and M.S. Public Administration, Fairleigh Dickinson University; M.S. Nursing Education, College of St. Elizabeth
- Michael R. Dressler, Class of 1975, Bergen County Surrogate Judge since 1997, Fairleigh Dickinson University, 1976; Seton Hall Law School, 1979

Contact

Mrs. Bridget McLaughlin
Office of Alumni Affairs and the Bergen Alumni Network
Pitkin Education Center, A-330
(201) 879-8952
Monday-Friday • 8:30 a.m. - 4:30 p.m.
www.bergen.edu/alumninetwork

Still Life, Lucian Freud, 1991-92
Honors Distinction at Bergen

I. JKW School of Honors is an academic program offering Honors sections.

II. Honor Societies offer memberships to students who meet the required criteria. Bergen Community College has four Honor Societies, which are separate from the Judith K. Winn School of Honors; however, Honors students are often eligible for induction to those societies as well because the Honor societies have similar GPA requirements for admission.

Alpha Mu Gamma is the largest national collegiate foreign language Honor Society of the United States in two- and four-year colleges, and it honors students for outstanding achievement in World Languages study in college.
   Contact: Dean Amparo Coddin at acoddin@bergen.edu

Phi Theta Kappa is an international Honor Society and admission is by invitation only. Eligible students will receive a letter of invitation for induction into Phi Theta Kappa when they have reached the GPA requirements for admission.
   Contact: Dr. Win Win Kyi at wwkji@bergen.edu

Psi Beta is a national Honor Society for Psychology majors whose mission is to promote professional development of psychology students in two-year colleges through promotion and recognition of excellence in scholarship, leadership, research and community service.
   Contact: Dr. Anthony Yankowski at ayankowski@bergen.edu

Sigma Chi Eta Sigma Chi Eta is the official community college honor society of the National Communication Association (NCA). The purpose of SCH is to recognize the work of outstanding communication students.
   Contact: Professor Jessica Fargnoli atjfargnoli@bergen.edu

III. Faculty Recognition

Bergen Community College awards special academic achievement distinctions, which serve as recognition from the faculty and are administered by the Office of the Academic Vice President.

The Dean’s List is official recognition by the faculty for outstanding academic accomplishment. Any degree-seeking student who has maintained a cumulative scholastic average of 3.5 or better (minimum of 24 credits) qualifies for this honor. The Dean’s List is compiled each semester several weeks after grades are processed. Students with unresolved “INC” grades at the time of compilation are ineligible.
   Contact: Mrs. Barbara Mollino at bmollino@bergen.edu

The Honor’s List is an official recognition by the faculty for outstanding academic achievement during the course of a single semester. Any degree-seeking student who has attained a scholastic average of 3.5 or better (minimum of 12 credits) qualifies for this honor. The Honor’s List is compiled each semester several weeks after grades are processed.
   Contact: Mrs. Barbara Mollino atbmollino@bergen.edu
APPENDIX
1. Honors-by-Contract Form
2. Honors-by-Contract in Mathematics Form
3. Honors Association Constitution (revised in 2013)
4. Honors Association Event Management Guidelines
5. Alumni Network Application Form

Book from the Sky, Xu Bing, ca. 1987-91
Honors-by-Contract Application Form  
FALL 2015

CONDITIONS:
(1) Honors-By-Contract (HBC) is an option for Honors students who are 1 or 2 classes short of graduating with an Honors Diploma with the exception of STEM students—see below in (2). Students may not take more than one HBC per semester. HBC is not an option if a section of that course is currently running in Honors. A copy of the HBC project must be submitted with the final form.

(2) STEM students can take TWO Honors-By-Contract upper level STEM courses after only TWO regular Honors courses, and then two Honors by Contract courses in any of the General Education courses as stipulated in (1).

STUDENT: Honors-by-Contract Application Form with Parts I and II, duly completed, must be submitted for the Honors approval by the end of the fourth week of the semester in order for the contract to go into effect.

PROFESSOR: To earn Honors credit in an Honors-by-Contract course, students must: (1) complete and submit the Honors work indicated in this contract by the time periods indicated, or otherwise required, by the professor of the course, and (2) earn a final grade of "A" or "B+" in the course. The Honors contract does NOT affect the student’s final grade in the course. (NOTE: no extension for the completion of the Honors work will be granted beyond what is ordinarily allowed or granted for the course as indicated by BCC academic policies and/or the professor’s policies for the Honors-by-Contract course.)

PART I - Student Information

<table>
<thead>
<tr>
<th>Course name</th>
<th>Section #</th>
<th>Semester/Year</th>
<th>Professor's name</th>
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LIST the Honors courses you have completed below:

PART II - Course Information & Terms of Contract

Course Name and Section Number: ____________________________  Course Title: ____________________________

Semester:  Fall ☐  Spring ☐  Summer 1 ☐  Summer 2 ☐  Year: ____________

Professor's Name ____________________________  Professor's E-mail ____________________________  Professor's Phone Number ____________________________

The distinction between ordinary credit and Honors credit in this course will be based on:

__________________________________________  (Attach separate sheets if needed)

☐ Student Signature ____________________________  ☐ Professor Signature ____________________________

☐ Department Chair Signature ____________________________  Date ____________________________

PART III - Approval of Contract

☐ JKW School of Honors Director Signature ____________________________  Date ____________________________
Appendix 1

**PART IV - Certification of Final Status of Honors Contract**

- Final Course Grade: _______________________
- Was the contract completed? YES ☐ NO ☐ ☐
- Professor Signature ________________________________ Date ________________
- Date contract was filed at the School of Honors: _____________

**Final instructions for the Professor:**
(1) When this contract is returned to you with both required signatures in part III, please keep the signed form until the final grades are submitted.
(2) Upon submission of the final grades, please send a copy of this form to Lynne Richardson in A-129; and a copy of this form *together with the Honors assignment attached* to Dr. Makowiecka in A-333.

In addition, please retain a copy for your records.

Time spent to advise the Honors-by-Contract student may be credited toward one’s contractually required advisement hours.

NOTE: The Mathematics Department Requirements for HBC are more specific and a second form needs to be filled out as well. See www.bergen.edu/honors for more information.

Revised 5/6/14
SCHOOL OF MATHEMATICS, SCIENCE, AND TECHNOLOGY
DEPARTMENT OF MATHEMATICS A-325

Honors-by-Contract - Mathematics

Students will have until the third class meeting to submit to the Professor: (a) this form for Honors-by-Contract in Mathematics, and (b) the Honors-by-Contract Registration form with Parts I and II completed. The Professor will then submit the forms to Dr. Forsstrom, Mathematics Department Chair. Dr. Forsstrom will sign the forms and then submit them to the Honors Program Office. Both the Professor and the student will be given a copy of the forms after they have been approved.

I understand and agree that:

1. I will only have until the day of the fourth class meeting to decide if I want to change from the HBC arrangement to regular status. After this date, I will not be allowed to change to regular status and I will be assigned a grade for the HBC course.

2. Condition (2) on the HBC Registration Form does not apply to this HBC course and consequently, the course grade that is assigned can be any of the grades from A to F.

3. I may withdraw from the course up to the regular withdrawal deadline for the semester.

4. I will be required to complete weekly honors assignments that are in addition to the regular assignments that all students in the class must complete.

5. Each honors examination will include the same topics as for the regular examination; however, it will consist of more difficult questions. The honors examinations will be taken at the same time and location as for the regular examinations for the class.

6. The grades for the honors examinations and the grades for the assignments (regular and Honors combined) will be weighted according to the Professors grading policy for the regular course. All classroom procedures will also apply to the honors students.

7. An incomplete HBC will be permitted ONLY in those instances in which the student receives an incomplete grade when the course grades are submitted. The honors contract will then be completed and submitted by the Professor when the incomplete grade is resolved by the student.

SEE OVER
Prerequisite requirements for Honors-by-Contract in a Mathematics course.

Note: A student may not engage in an Honors-by-Contract arrangement in any Mathematics course for which they have had a prior registration.

In addition to the standard requirements to register for an Honors course:

<table>
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<tr>
<th>Course</th>
<th>Requirement</th>
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<tbody>
<tr>
<td>MAT-150 Statistics I</td>
<td>standard Honors Program and Mathematics Honors course requirements (refer to the Mathematics webpage at <a href="http://www.bergen.edu">www.bergen.edu</a>)</td>
</tr>
<tr>
<td>MAT-250 Statistics II</td>
<td>Grade of A in MAT-150 Statistics I</td>
</tr>
<tr>
<td>MAT-268 Statistical Methods</td>
<td>Grade of A in MAT-160 Intermediate Algebra</td>
</tr>
<tr>
<td>MAT-280 Calculus I</td>
<td>Grade of A in MAT-180 Precalculus OR a score of 90% or better on the MAT-180 Precalculus Proficiency Examination.</td>
</tr>
<tr>
<td>MAT-281 Calculus II</td>
<td>Grade of A in MAT-280 Calculus I</td>
</tr>
<tr>
<td>MAT-282 Calculus III</td>
<td>Grade of A in both MAT-280 Calculus I and MAT-281 Calculus II</td>
</tr>
<tr>
<td>MAT-286 Linear Algebra</td>
<td>Grade of A in MAT-280 Calculus I</td>
</tr>
</tbody>
</table>

Note: For each course, the grade of A in the prerequisite requirement must have been earned for the student’s first attempt at that course.

Note: Honors-by-Contract is not available for MAT-160 Intermediate Algebra and for MAT-180 Precalculus.

Revised 2014
Honors Association Constitution

Amended at the Honors Association General Membership
Meeting on December 12, 2013
Bergen Community College

Article I: Name: Honors Association

The Honors Association is a support organization for the Judith K. Winn School of Honors reporting to the Director(s) of the Judith K. Winn School of Honors. The Honors Association provides advice, recommendations, and support programs for students and faculty associated with the Judith K. Winn School of Honors.

Article II: Objectives

1. To support the Mission of the Judith K. Winn School of Honors: “To provide students with an enriched academic experience, to foster intellectual growth, and to enhance competitiveness in admissions to top-tier universities.”
2. To educate the college community about the benefits of the Judith K. Winn School of Honors.
3. To work toward the pursuit of academic excellence.

Article III: General Membership

1. All current and prospective Honors students are considered Regular Members of the Honors Association, and are welcome to participate in the Honors Association sponsored events.
2. An Active Membership is available to students who seek to be actively involved in the Honors Association initiatives.

Article IV: Executive Board

1. The Executive Board consists of:
   a. President, Vice-President, Secretary, Treasurer, Publicist, and Newsletter Editor.
2. The President will be appointed by the Judith K. Winn School of Honors Director for one year, and he or she holds elections for the remaining positions.
3. The terms will be one college year (fall and spring).
4. Elections will be held in April for the following college year. The newly elected Executive Board will meet with the outgoing Board to assure an orderly transfer of duties. This will occur no later than the Bergen Community College’s official graduation ceremony.
   a. The Executive Board, in concert with the Director(s), will develop a written action plan for the college year. Included will be the roles of each Executive Board officers.
   b. Due to the importance of the Judith K. Winn School of Honors and the work expected of the Executive Board, it is expected that elected members will not serve as board members of other clubs or organizations. Exceptions to this requirement can be approved in writing by the Judith K. Winn School of Honors Director(s).
Appendix 3

7. Candidates for the Executive Board positions will submit a written request to the existing Executive Board and the Director(s), to describe their interest and specify the desired officer position. Upon approval, the candidate will be allowed to run a modest, professional campaign.

**Article V: Advisory Board**
The Executive Board appoints volunteer Honors Association members to serve on an Advisory Board. The goal of the Advisory Board is to assist the Executive Board and/or the Director(s) of the Judith K. Winn School of Honors. The Advisory Board provides student feedback and perspective to the Executive Board of the Honors Association and the Director(s). The Advisory Board President is appointed by the Executive Board in concert with the Director(s) of the Judith K. Winn School of Honors. The Executive Board specifies the responsibilities of the Advisory Board in concert with the Director(s).

**Article VI: Faculty Advisory**
Judith K. Winn School of Honors Director(s) serves as the faculty advisor(s) to the Honors Association. Judith K. Winn School of Honors Director(s) may appoint another Faculty Advisor to work with the Executive Board and the Director(s).

**Article VII: Meetings**
The Executive Board meets a minimum of two times per month.

The President of the Executive Board calls an open meeting of the General Membership of the Honors Association once a month. The Director(s), the Honors faculty, and all interested Bergen Community College members are invited to attend the General Membership meetings.

**Article VIII: Vacancy of Officers**
1. If the president’s position becomes vacant, the Judith K. Winn Director(s) will appoint a successor for the remainder of the term.
2. Vacancies in other Executive Board positions will be appointed by the Executive Board in concert with the Director(s) of the School of Honors.
3. Should vacancies occur early in the fall semester, the Executive Board in concert with the Directors of the Judith K. Winn School of Honors can run special elections.

**Article IX: Removal of Officers**
Honors Association Officers can be removed for (1) failing to follow the principles of the Judith K. Winn School of Honors, (2) for not adhering to the terms of the Constitution, or (3) acting in a non-professional fashion with respect to the policies, procedures, and practices of Bergen Community College.

**Article X: Amendments**
Amendments to the Constitution will be initiated by the Executive Board and/or Director(s). Once approved by both bodies, the amendments will be presented to the General Membership for ratification with at least a two-week notice prior to the membership meeting. Ratification will be by majority of those present, but no fewer than 11.

/Filed: Judith K Winn School of Honors Director 2-15-2014
/Filed: Academic Vice-President 2-15-2014
Event Management Guidelines
For the Honors Association
September 2013

1. Use The Program Planning Checklist (see below)

2. Planning
   a. Deadlines: September 1st For The Fall, And November 15th For The Spring (the larger the event, the sooner it has to be planned)
   b. All events are to be reviewed and approved by the Director.

3. Reservations
   a. Requests need to include the complete information
      i. Rooms/space requested
      ii. Event date(s)
      iii. Start/end time
      iv. Physical set-up of the space (See the Facility/Room Set-up below)
      v. Technical needs (including personnel)
      vi. Set-up/tear down time required
      vii. Any special requirements
   b. Requests need to be submitted to the Director for approval, who will forward the request for processing by the Honors Assistant.
   c. All reservation requests must be received, processed and confirmed at least 72 hours before the desired meeting room/small events.

4. Scheduling and Publicity
   a. Decide whether the event is congruent with the Honors Association mission
   b. Identify potential co-sponsors
   c. Meet with the people on whose service you will rely
   d. Publicize the event: publish an invitation in The Honorary, The Torch, develop event posters and flyers, post on Facebook and social media, send e-blasts to students and faculty advisors, prepare the banner for display.
   e. Develop an Evaluation Form to hand out (and collect) at the event to gauge its success.

5. Facility Set-Ups/Furnishings
   a. Requests have to be made with the Buildings and Grounds Office. A sample set up: Round tables: 10 tables x 8 chairs = 80 persons Rectangular tables, chairs on one side: 21 tables x 3 chairs = 63 persons Rectangular tables, chairs on both sides: 15 tables x 6 chairs = 90 persons
   b. Technical support needs to be requested, the request verified, and checked one hour before the event.
   c. Plan to have the Honors Association banner displayed.
d. Plan for the cleanup.

6. Speakers/Performers/Contracts/
   a. Make sure your space is booked before you sign a contract
   b. When considering a speaker, find out what the technical requirements are: computer projection, etc.
   c. Will you need parking spaces for the speakers?
   d. Do you need a rehearsal?
   e. Is your room reservation complete?

7. Budget
   a. Speaker/presenter fee
   b. Rental of equipment
   c. Supplies
   d. Refreshments.
   e. Additional security.

8. Security. Let the Campus Security know about the event as needed, and request additional security as needed. (Additional cost) The event coordinator should have the emergency phone number to call if needed. Security phone numbers in case of a crisis.

9. Food Service/Catering: Requests need to be submitted to the Director for an approval, and she will forward them to the Honors Assistant.

10. Event Coordinator: each event must have a designated event coordinator, who will be the primary contact for the event and needs to provide own contact information to the individuals involved, and the Director and Honors Assistant. The event coordinator must introduce him/herself to the event staff, and wear a name tag. The event coordinator will be responsible for all the planning, and managing the event.

11. Preliminary Event Meetings/Event Description Form
    a. Initial planning meeting
    b. A second planning meeting a week before the event
    c. A final pre-event meeting one hour before a bigger event and 15 minutes before a smaller event

12. Event Logistics The Night Of The Event: the event coordinator must be present one hour before a bigger the event, and 15 minutes before a small event to check the room, the table and chair arrangements, turn on the computer, check if the desired programs work, open the files as needed to prevent delays.

13. Important Dates And Deadlines To Remember

14. A Post-event Meeting within a day or two of the event completion to discuss the event organization and the Evaluation Form results, post images on Facebook and social media, contact the participants if a sign-up was requested in order to recruit them for the School of Honors, thank them, etc., and write a summary for The Honorary and a report for the Honors Faculty Committee.
PROGRAM PLANNING CHECKLIST

This form should be used to help you consider all aspects of your group's program needs.

Program Name: ____________________________________________
Program Type: ____________________________________________
Program Date: ____________________________________________
Program Time: ____________________________________________
Desired Location: ___________________________________________

SCHEDULING
Are there any possible conflicts with other events scheduled on the same day?
Have you scheduled the event with enough time in advance?

Have you requested space? YES NO
Is the Building appropriate for the event?

Have you completed an online reservation request? YES NO
Are there any special or specific requirements for the facility that you have requested, such as
facility arrangements or room setup? _________________________

SETUP
Please select your basic setup requirement:

____ Theater Style - Rows of chairs - Do you need a center aisle? YES NO
____ Classroom Style - Rows of 6’ rectangular tables facing front of room.
____ Banquet Style - Round tables place throughout room.
____ Conference Room Style - Multiple 6’ tables that create one large conference table with
   chairs around perimeter.
____ Circle of Chairs - Chairs arranged in a circle (not recommended for large groups)
____ Semi-Circle Style - Rows of chairs setup in a half-circle.
____ Other - Customized setup (diagram required) 17

EQUIPMENT
____ Back Drops
____ Chalkboard
____ Coat Rack
____ Dance Floor
____ Easel
____ Flag-NJ
____ Flag - US
____ Podium
____ Flip Chart Holder
____ Screen
____ Piano
____ Staging
Any AV equipment needed?
____ Amplifier
____ CD player
____ Computer/Laptop
____ DVD Player

____ Extension Cord
____ Lighting - Theatrical (Ballroom Only)
____ Microphone
____ Microphone - Wireless (handheld or lapel)
____ Projection System – VHS
____ Computer
____ Projector - Overhead
____ Projector – Portable
____ Sound System
____ Sound System – Portable
____ Speaker Phone
____ Speakers
____ Spot Light
____ Tape Recorder
____ Telephone
____ TV/VCR

FOOD YES NO

Have you completed the Food Reservation Form through campus dining?
Appendix 4

Have you decided on a menu? Confirmed expenses with caterers?
Will the food be served before, during or after the program?
Do you need to reserve space for food service to work out of?

CULTURAL SHOW __YES __NO
Will program be printed? How many?
Have you decided on the order of the program? Length of the program?
Sufficient time should be included between acts in case of any delays.

SUPPORT SERVICES
__Catering
__Co-sponsors
__Facilities Maintenance/Custodians
__Security
What are their responsibilities?
Contractual agreements?

PERFORMERS
__Band(s) __Performer(s) __Speaker(s)
Have you contacted the performers to discuss their needs?
Transportation to the college? Time of arrival/departure?
Accommodations? Food? Payment methods? Confirmed Honoraria?
Have all necessary checks for performers been prepared for the day of the event?

FACILITIES
Will additional setup and/or take down time be needed?
Will you need rehearsal time for the event? (This may add charges to the event.) Will you need dressing rooms? (This may add charges to the event.)

CONTRACTS
Have contracts been mailed / given to appropriate people?
Have you submitted check request forms with one contract for each performer?

PRINTING COSTS
Have you considered costs of printing programs / tickets / advertising?

TICKET SALES __YES __NO
Where are tickets being sold?
What is the targeted/expected attendance?
When do tickets go on sale?
Number of complimentary/student/total tickets available? Cost per ticket?
How have ticket sales been progressing (will expected attendance be met)?

PARKING CONSIDERATIONS
For those involved in the event? For those attending the event?
Are there any other events that may require parking on the same day?

PUBLICITY
What forms of advertising have you used?
Have you advertised the event with sufficient time?
Caution: Do not advertise your event until all detailed information has been confirmed.

REGISTER THE EVENT
You are required to submit an Outdoor Event Request Form for all outdoor events.
Depending on the event, several signatures may be required. This form should be picked up at least four weeks prior to the scheduled event.

REVIEW ALL ARRANGEMENTS 2 WEEKS BEFORE THE EVENT TO DETERMINE IF DETAILS HAVE BEEN OVERLOOKED.
Appendix 4

HONORS ASSOCIATION
HS Visit CHECKLIST

Plan a High School Visit to Recruit Seniors to Apply to the School of Honors

Date _________ Date of the Visit ____________

<table>
<thead>
<tr>
<th>TO DO</th>
<th>NAMES OF CONTACTS</th>
</tr>
</thead>
<tbody>
<tr>
<td>□ When you are ready, let the Director know when you can organize a visit, and the name and location of the high school. April and May are the best months for HS recruitment.</td>
<td></td>
</tr>
<tr>
<td>□ Establish 3 possible dates and times for your HS visit. Provide your HS contact names to the Director.</td>
<td></td>
</tr>
<tr>
<td>□ Establish whether you will have a partner or a team to work with.</td>
<td></td>
</tr>
<tr>
<td>□ Establish that the HS is interested in and committed to having a session with the Honors Association and School of Honors representatives. The HS will need to identify and invite interested students, and host the meeting.</td>
<td></td>
</tr>
<tr>
<td>□ Notify the HS representative and the Guidance Counselors of the time and date of the visit 2-4 weeks in advance in person, if possible.</td>
<td></td>
</tr>
<tr>
<td>□ Request a classroom with a projection system, and all the necessary equipment to display the web site and Facebook images.</td>
<td></td>
</tr>
<tr>
<td>□ Impress upon the HS representative the importance of the Guidance Counselors’ participation in the session.</td>
<td></td>
</tr>
<tr>
<td>□ Confirm that the counselors and the interested students have been invited to attend.</td>
<td></td>
</tr>
<tr>
<td>□ Gather the necessary publicity materials at least a week before the visit in case more copies need to be printed. You will need: postcards, brochures, pens.</td>
<td></td>
</tr>
<tr>
<td>□ Print a sign-in sheet to have the HS seniors provide their names and contact information.</td>
<td></td>
</tr>
<tr>
<td>□ Confirm the visit the week before and/or two days before the visit to ensure the needed accommodations have been reserved.</td>
<td></td>
</tr>
<tr>
<td>□ Arrive inside the HS building at least 30-15 minutes early to locate the room, and check the set-up. Turn on the computer, open the School of Honors web site, and the Facebook page, if possible.</td>
<td></td>
</tr>
</tbody>
</table>
Tips from Sandra

1. Communicate frequently to inform and excite everyone involved.
2. If you work with others as a team, divide up the responsibilities, but make sure you are the “face” behind the effort.
3. Let your friends at the HS know about the visit and ask them to let others know.
4. Give yourself plenty of time to set up the room – there will be surprises!
5. Make sure the Guidance is on board – if not, they will not support the effort as fully.
6. Use the additional lines for any reminders-to-yourself that are not included above.
7. Check and double check the checklist items above.
8. There will always be surprises, so be prepared to make decisions on the spot.

Enjoy yourself!

Prepared by Sandra Veziroglu
March 2015
BERGEN COMMUNITY COLLEGE ALUMNI NETWORK
2014-2015 Membership Application

Membership Period: July 1, 2014 - June 30, 2015
(1/2 of membership dues support the Alumni Network Scholarship Fund)

(Please print clearly)  Today's date: ____________

☐ Mr.  ☐ Ms.  ☐ Mrs.  ☐ Other ________

Last Name: ____________________________ First Name: __________ M.I.: __ Maiden Name: __________

Street Address: ____________________________________________________________ Apt. #: __________

City: __________________________________________ State: ______________ Zip: __________

Home Phone: ( ) __________ Cell Phone: ( ) __________ Work Phone: ( ) __________

E-mail Address: ____________________________________________________________

Year Graduated: _______ Major: ______________________________________________

PTK, honors societies or School of Honors member? Please specify __________________________

Alumni Network ID# (same as Student ID #): ________________________________

If you do not know your Alumni Network ID, that’s alright. It will be included in your confirmation letter.

Current Employer: ___________________________________________________________________

Position/Title: ____________________________________________________________________

Other Colleges Attended/Graduated?: __________________________________________________

☐ New Member  ☐ Current Member  ☐ Past Member

☐ To pay your membership fee and complete your membership application online, simply go to www.bergen.edu/membership.

OR

☐ Please send $25 check payable to BCC Alumni Network and this completed application to Alumni Network, c/o BCC Alumni Network, Rm. A-336, 400 Paramus Road, Paramus, NJ 07652.

☐ You will receive a letter shortly containing instructions on obtaining your Alumni ID card, along with a 2014-2015 sticker. If you already have an Alumni ID card, place the 2014-2015 sticker on your card. Please see the following page for Membership Benefits.

Let us know what you are interested in. Would you like to receive information about:

☐ Shows, the arts, events and speakers at Bergen?  ☐ Being a mentor or guest speaker?

☐ Starting an Alumni group?  ☐ Volunteering to help at an alumni event?

☐ Other? _______________________________________________________________________

We welcome your ideas, comments, questions, and suggestions. Please contact the Office of Alumni Affairs at (201) 879-8952 or by e-mail at alumninetwork@bergen.edu.

FOR OFFICE USE ONLY

Date Received: ____________  ID #: ____________  Check #: ____________
BERGEN COMMUNITY COLLEGE ALUMNI NETWORK

2014-2015 Membership Benefits

Membership Period: July 1, 2014 - June 30, 2015

Traditional Benefits

- Access to the College’s facilities including:
  - Library
  - Pool
  - Fitness Center
  - Open Computer Labs

- Free use of the Career & Workforce Development Center services
  - Employment services are available to alumni needing part-time or full-time positions upon graduation.
  - Alumni can use the current listing of EMPLOYMENT OPPORTUNITIES, attend job fairs or participate in on-campus recruiting.
  - Assistance with resume writing, interviewing skills and job search strategies, on an individual or group basis, is provided for students and alumni.

Special Benefits

- 10% discount for events at the Anna Maria Ciccone Theater presented by Community and Cultural Affairs Department as listed in the season’s brochure. (Does not include academic programs or student productions.)

- Receive a $50 Gift Certificate toward a BCC Continuing Education course of your choice during the membership year.

- Priority consideration for acceptance into the Meadowlands Regional Accelerator Center at BCC, a business incubator which provides an array of critical resources and services that may otherwise be unaffordable or inaccessible to young businesses.

- Free registration at Bergen Community College’s Division of Continuing Education, Corporate and Public Sector Training monthly breakfast information series entitled “Bagels and Business.”
  - Please see the 2014-2015 SCHEDULE at http://www.bergen.edu/bagelsandbusiness for upcoming events and speakers. To register call Ronald E. McKnight at (201) 612-5300.

“Like” Bergen Community College Alumni Network on Facebook: https://www.facebook.com/bccfalumninetwork